

1 The following is a **condensed** version of the TRUCKEE TAHOE AIRPORT DISTRICT BOARD OF DIRECTORS
2 regular meeting held Wednesday, July 29, 2020 via live web streaming.

3 **CALL MEETING TO ORDER: 4:30 PM**

4 **PLEDGE OF ALLEGIANCE**

5 **DIRECTORS PRESENT:** President Teresa O’Dette (via Teleconference)
6 Vice President Mary Hetherington (via Teleconference)
7 Director Rick Stephens (via Teleconference)
8 Director Jim Morrison (via Teleconference)
9 Director Lisa Wallace (via Teleconference) (Left Meeting at 5:30 PM)

10

11 **STAFF PRESENT:** Mr. Kevin Smith, General Manager (via Teleconference)
12 Mr. Hardy Bullock, Director of Aviation & Community Services (via
13 Teleconference)
14 Ms. Kelly Woo, Director of Finance & Administration (via Teleconference)
15 Mr. Josh Nelson, District Legal Counsel (via Teleconference)
16 Mr. Marc Lamb, Community Relations Manager (via Teleconference)
17 Mr. David Van Quest, Aviation & Community Services Noise Associate (via
18 Teleconference)
19 Ms. Lauren Tapia, HR Manager/District Clerk (via Teleconference)

20 **VISITORS PRESENT: 0**

21 **MODIFICATION OF AGENDA:** Mr. Smith requested to move Agenda Item 8 (Flight Procedure Updates) to
22 after Agenda Item 4 (Runway Utilization Report). There was Board consensus of Mr. Smith’s modification
23 request.

24 **SPECIAL ORDERS OF BUSINESS:**

25 Mr. Smith reviewed the Covid-19 District response update. Mr. Smith noted that the Board will be
26 conducting their Public Meetings via Zoom for the foreseeable future. The Airport is continuing to operate
27 at normal levels similar to last year. Overall, the Airport is financially in a healthy position. Mr. Smith stated
28 that it is still unknown what fall and winter will be like.

29 **PUBLIC COMMENT:** Ms. Laurel Lippert, Truckee Resident, made a public comment proposing the idea of
30 the District purchasing parcel 4 of Joerger Ranch (adjacent to the Ponderosa Golf Course). Director
31 Wallace requested staff to return with a staff report at a future meeting regarding the possible land
32 acquisition made by Ms. Lippert.

33 Mr. Matt Miller, Truckee Resident, inquired if aeronautical operations increase greenhouse emissions
34 within the community.

35 Ms. Kathy Echols, Truckee Resident, made a public comment encouraging the Board to implement any
36 policy that will address aeronautical noise in the community.

37 Ms. Judy Flaherty-Lawrence, Truckee Resident, made a public comment noting appreciation to the Board
38 and Staff to address her concerns stated in her public comment at the June Board meeting.

39 Mr. David Diamond, Truckee Resident, made a public comment announcing his campaign for a Board seat
40 at the Truckee Tahoe Airport District.

41 **CONSENT ITEMS**

42 • Minutes: June 24, 2020 Regular Meeting ----- TAB 01

- 43 • Monthly Service Bills and Fees ----- TAB 02
- 44 • PI 110 Personnel Policies (Vacation Accrual Update) ----- TAB 03

45 Vice President Hetherington requested to pull Tab Item 1.

46 Vice President Hetherington inquired about the 30 Yard Bin for Soar Truckee which was noted in the
47 Monthly Service Bills and Fees. Mr. Smith stated that it was utilized for the fuel reduction work, which is
48 a District responsibility around the airfield.

49 **PUBLIC COMMENT:** None.

50 **MOTION #1 JULY-29-2020:** Vice President Hetherington motioned to approve Tab Items 2 & 3. Director
51 Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director
52 Stephens, yes. Director Morrison, yes and Director Wallace, yes. The motion passed via roll call vote.

53 Vice President Hetherington requested staff to amend lines 172-178 to reflect more detailed information
54 about the discussion between Board and Truckee Tahoe Soaring Association. Discussion ensued regarding
55 Vice President Hetherington’s request. There was Board consensus to move the June 24, 2020 Regular
56 Meeting Minutes approval to August and to have Vice President Hetherington forward her amended
57 changes to staff via email.

58 **PUBLIC COMMENT:** None.

59 **RUNWAY UTILIZATION REPORT (TAB 04)**

60 Mr. Smith reviewed the Runway Utilization Memorandum. Mr. Bullock thanked Vice President
61 Hetherington, ACAT Chair Diamond and District staff for their time and effort given to the project. Vice
62 President Hetherington noted her memo and reviewed the District’s mission statement. Mr. Smith noted
63 the object of the report is to seek additional funds to add wind and weather data to the reporting tool
64 and to provide the Board an overview of the information created so far.

65 Mr. Bullock introduced Mr. Tom Breen with VECTOR Inc. Mr. Breen reviewed his slide show which reflects
66 the results of the first phase of the project. Various flight tracks were explained further by Mr. Breen, and
67 Mr. Bullock reviewed arrival/departure track comparison videos (by aircraft type). Discussion ensued
68 regarding various runway utilization data points before and after the instillation of the Temporary Tower,
69 pilot outreach, the need for wind data which will require further funding from the Board.

70 Director Wallace left meeting at 5:30 PM.

71 There was discussion regarding the importance of wind data as it may inform why there was increases in
72 operations on Runway 29. Vice President Hetherington noted that the larger jets did use Runway 02/20
73 when Runway 11/29 was being worked on earlier this summer indicating that larger aircraft will use it.
74 Vice President Hetherington noted that the tool shows an increase on Runway 29 and decrease on other
75 runways. She expressed concern that there is economic injustice happening with certain neighborhoods
76 experiencing the bulk of overflight.

77 **PUBLIC COMMENT:** Mr. Matt Miller, Truckee Resident, made a public comment regarding utilization of
78 Runway 20 to lessen the noise impact of neighborhoods by operations departing on Runway 29. Mr. Smith
79 noted that the encouragement of Runway 02/20 is one of Staff’s main outreach efforts.

80 **MOTION #2 JULY-29-2020:** Vice President Hetherington motioned to approve allocating an additional
81 \$6,000 to:

- 82 • Development of the inclusion of weather into the VNOMS application such that when a flight track
83 is selected, the weather data is available for that track in a popup.

- 84 • Weather data will be stored in such a way that it will be included when the user exports the
85 Activity Report to a CSV file that can be edited in MS Excel.
86 • Historic weather data, from 2016 to present, will be processed and included in the VNOMS
87 database such that it will appear in the system the same as new weather data and will also be
88 included in the Activity Report when exported as a CSV file.

89 Director Stephens seconded the motion. President O’Dette, yes. Vice President Hetherington, yes.
90 Director Stephens, yes. Director Morrison, yes. The motion passed via roll call vote.

91 **FLIGHT PROCEEDURE UPDATES (TAB 08)**

92 Mr. Bullock played a video that reviewed the Staff Report on the Flight Procedure Updates.

93 Vice President Hetherington requested the following be forwarded to her by staff: the Instrument Flight
94 Procedure Implementation Process list, the utilization of the heat maps for future community outreach
95 (noted economic justice), information about Salt Lake City’s outreach program. Vice President
96 Hetherington noted that not all neighborhoods have HOA’s and mentioned ways the District can forward
97 information to those individual residents. Vice President Hetherington requested an Ad Hoc committee
98 be formed for the Flight Procedure project outreach as she is interested in being involved working with
99 staff. Discussion ensued amongst the Board members and staff regarding forming a Flight Procedure Ad
100 Hoc committee. There was Board consensus to not form a specific Ad Hoc committee but to have a
101 monthly Board update on the status of flight procedure development and outreach effort by staff allowing
102 the Board an opportunity to comment as needed.

103 **PUBLIC COMMENT:** Mr. Matt Miller, Truckee Resident, made a public comment about flight procedures
104 over low income neighborhoods. Mr. Smith noted that procedures are being explored for all runways. He
105 further indicated that neighborhood demographics are not a deciding factor as to where aircraft fly or
106 where to develop procedures.

107 **MONTHLY ACAT REPORT (TAB 05)**

108 Mr. David Diamond, ACAT Chair, reviewed the Monthly ACAT report for July 2020. ACAT reviewed a new
109 Neighborhood Advocacy Network concept, District Communication Initiatives and passed the monthly
110 ACAT minutes.

111 **PUBLIC COMMENT:** None.

112 **AVIATION AND COMMUNITY SERVICES QUARTERLY DEPARTMENT REPORT (TAB 06)**

113 • **Operations and Comment Report Q2 Highlights**

114 Mr. Van Quest reviewed the Operations and Comment Report Q2 highlights. Mr. Van Quest noted that
115 operations were down 10% which stems from a 30% decrease for the month of April. Mr. Van Quest stated
116 that this is the first time Staff has included touch and go data, which amounted to approximately 1,224
117 for Q2 which is 43% less than Q2 of 2019. Comments reflect an uptick in new households which can be
118 narrowed to a military operation that occurred over the Tahoe Donner neighborhood, flight training over
119 Russel Valley, as well as increase in overflight above Glenshire due to the closure of Runway 11/29 June
120 1-15. Vice President inquired about a discrepancy in operational data comparing Q2 2019 and 2020. Mr.
121 Van Quest noted that he will look at the data again and get back to her.

122 • **Communication Report Q2 Highlights**

123 Mr. Lamb reviewed the Communications Report Q2 highlights which included top social media posts,
124 highlights and events, website page views, and pilot outreach highlights. Discussion ensued regarding
125 flight simulator usage and how flight hours are counted.

126 Vice President Hetherington requested to receive a copy of Pilot News. Vice President Hetherington
127 suggested to have staff hand out the emergency landing guide along with the NAP cards, as well as placed
128 into the pilot newsletter.

129 Mr. Smith noted that the Quarterly Safety Report will be given in August.

130 **PUBLIC COMMENT:** None.

131 **QUARTERLY FINANCIAL REPORT (TAB 07)**

132 Ms. Woo reviewed Quarterly Financial report for the month end of June 30, 2020. Ms. Woo noted FBO
133 Services is only \$36k off budget, which is positive. Ms. Woo stated that year to date gallons sold are up.
134 Ms. Woo stated that Repairs and Maintenance is considerably under budget, but project work is picking
135 up. There were four hangar tenants complete the paperwork for the rent deferral program, which
136 amounts to \$11,000. Mr. Smith noted that the District received an FAA grant for the Taxiway Alpha
137 project, but the project itself has been delayed to next year.

138 **PUBLIC COMMENT:** None.

139 **GREENHOUSE GAS (GHG) EMISSIONS OUTREACH DISCUSSION (TAB 09)**

140 Vice President Hetherington reviewed her memo regarding a GHG outreach project to educate pilots and
141 aircraft users about greenhouse gas footprints. Vice President Hetherington noted that she would like to
142 have an infographic developed to highlight greenhouse gas emissions by aircraft type and would like it
143 showcased on the District website, various magazines the District advertises in, in the Terminal Lobby,
144 flight training room, etc. She would like to create a voluntary local fund to help fund forest management
145 or transportation projects to offset greenhouse gas footprints. Mr. Smith stated that the District can utilize
146 GHG consultants they have on retainer to help calculate CO2 emissions. Director Morrison expressed
147 support for the voluntary fund to offset greenhouse gas footprints. He mentioned that some care should
148 be taken to not overdue infographics to the public. Director Stephens agreed with Director Morrison's
149 and Hetherington's suggestion. Vice President Hetherington requested that Mr. Smith mention this
150 potential voluntary fund program at his next area managers meeting, as this project is ripe for
151 collaboration with other special districts. Mr. Smith indicated he would work on this project and report
152 back to the Board at a future meeting.

153 **PUBLIC COMMENT:** Ms. Kathy Echols, Truckee Resident, made a public comment encouraging the Board
154 to reduce greenhouse gas emissions that stem from aeronautical operations.

155 **GENERAL MANAGERS REPORT (TAB 10)**

156 **• Upcoming Training/Conference Opportunities**

157 Mr. Smith noted that most all travel and training opportunities have been postponed or cancelled through
158 the end of the year. It is unlikely the District's travel and training schedule will return to "normal" until
159 sometime early next year.

160 **• Ad Hoc Committee and Board Assignment Updates**

161 Director Stephens reviewed an update on the Dollar Hill/Nahas property and a potential project with the
162 Town of Truckee that utilize a consultant team to study seven housing developments in the pipeline.

163 Mr. Smith reviewed the Runway Utilization Reporting Tool Ad Hoc Committee proposal, noting that is
164 staff's desire to have clear guidelines on staff directed versus Board directed projects. Mr. Smith stated
165 that staff is in no way opposed to the project being a Board Directed project but suggested an Ad Hoc
166 committee be the best method to oversee the project if Board Members want to be involved in the weekly
167 work flow. Staff is also willing to lead and complete the project and bring it back on a regular basis for
168 Board direction. Mr. Smith inquired as to the Board's desire regarding these two options and if there is

169 interest in forming an Ad Hoc committee. Discussion ensued regarding whether an Ad Hoc committee is
170 needed to finish the project. There was a majority consensus not form an Ad Hoc committee and to have
171 the project be staff directed with monthly Board updates to receive Board guidance.

172 • **Truckee Tahoe Workforce Housing JPA – Update**

173 Mr. Smith noted that the District will be reviewing the results of the housing survey that was conducted
174 in July. Mr. Smith reviewed the company Landing that is working with the JPA to match agency employees
175 with long term rentals.

176 • **Lake Tahoe Maritime Museum Purchase Concept – TCPUD**

177 The Tahoe City Public Utility District has inquired if two (2) Airport District Board Members would be
178 willing to meet with them to discuss opportunities to possibility participate on the purchase and
179 acquisition of the Lake Tahoe Maritime Museum Property in Tahoe City. Mr. Smith asked if two board
180 members were interested in meeting with TCPUD Board members. Director Stephens and O’Dette noted
181 they would like to be involved. There was Board consensus to have Directors Stephens and O’Dette meet
182 with the TCPUD and return and report.

183

184 • **Review of 2021 Budget Process Timeline**

185 The first Budget Workshop on August 26, 2020 at 1:30 to 4:00 PM. Staff will incorporate the various
186 project requests from both Board and Staff into the Budget Opportunities Discussion planned for August
187 26th. Please see the following timeline for the adoption of the 2021 Budget:

188 • August 26, 2020 – Budget Workshop to review Budget Opportunities for 2021

189 • September 23, 2020 – Review First Draft of Preliminary Budget

190 • October 28, 2020 – Review Second Draft of Preliminary Budget

191 • December 2, 2020 – Adoption of final Budget

192 • **Highway 267 Airport Road Sidewalk Project Update**

193 After a very involved Cal Trans approval process for this project, Staff now has final bids and an
194 Encroachment Permit allowing this project to proceed. The successful bidder was Sierra Nevada
195 Construction at \$161,007. This project was approved in the 2019 and 2020 Budgets. This project will clean
196 up and improve District property at the corner of Highway 267 and Airport Road. It will reconstruct the
197 ADA Ramp as well as connect 300 feet of sidewalk to the existing sidewalk on Airport Road. This will also
198 provide a great connection from the Airport to the Martis Valley Trail.

199 • **Agency Partnership Program Update**

200 Mr. Smith noted that Staff is working closely with Ms. Emily Vitas to bring a policy revision related to
201 Agency Partnerships back for Board Approval. Due to COVID-19 this project was delayed a few months
202 but is now on track. It is staff’s intent to bring the revised policy to the Board at the October 2020 meeting
203 with final adoption at the December Meeting. Mr. Lamb is heading up this project. This Policy revision is
204 intended for new 2020 applications and is not intended to apply to the four 2019 applications already
205 received.

206 At the April 2020 Meeting, the Board put a 90 day hold on the four 2019 applications to better understand
207 District revenue impacts related to COVID-19. As District revenue has been strong year to date, Staff
208 recommends the Board revisit these four (4) applications and make a funding decision based on the
209 current policy which applications were submitted under. There was consensus from the Board to revisit
210 the four (4) applications in September.

211 • **Upcoming Board Meeting Schedule**

212 Mr. Smith reviewed the upcoming Board meeting schedule for August, September, and October.

213 **PUBLIC COMMENT:** Mr. Matt Miller, Truckee Resident, noted his support for the potential fund to offset
214 greenhouse gas emissions by aircraft.

215 Ms. Linda Russon, Truckee Resident, requested all board members form a greenhouse gas emissions Ad
216 Hoc Committee.

217 **BOARD MEMBER ANNOUNCEMENTS:**

218 Director Stephens noted that Truckee Fire District will most likely be replacing its foam that contains PFAS
219 with foam that does not contain PFAS in the next few months. Director Stephens noted that he will be
220 running for reelection.

221 President O’Dette noted that she will be filing for reelection.

222 Vice President Hetherington noted that there are still modifications she would like to be made to the
223 District’s website, specifically linking real time flight data to the website so that there is not a delay. Mr.
224 Smith stated that linking the MLAT data in real time may have some legal issues and that we are working
225 with our Aviation Attorney Peter Kirsch on this concept. There may be other options such as Flight Aware
226 and Flight Radar 24 that may be options. They are commercially available and have free download
227 options.

228 **ADJOURN**

229 **MOTION #3 JULY-29-2020:** Director Stephens motioned to adjourn the meeting. President O’Dette
230 seconded the motion. President O’Dette, yes. Vice President Hetherington, yes. Director Stephens, yes.
231 Director Morrison, yes. The motion passed via roll call vote.

232 At 7:33 PM the July 29, 2020 regular meeting of the Truckee Tahoe Airport Board of Directors adjourned.

233 **THIS SET OF MINUTES IS A CONDENSED VERSION OF THE JULY 29, 2020 REGULAR BOARD MEETING.**
234 **TO WATCH THE MEETING IN ITS ENTIRTY:** [https://ttm.open.media/sessions/150832/ttad-board-of-](https://ttm.open.media/sessions/150832/ttad-board-of-directors-july-29-2020?category=458)
235 [directors-july-29-2020?category=458](https://ttm.open.media/sessions/150832/ttad-board-of-directors-july-29-2020?category=458)